

**Norton Sound Economic Development Corporation
Job Description**

Job Title: Accountant

Department: Accounting
Supervisor: Chief Financial Officer
Supervisory: No
Grade: 7

Duty Station: Anchorage, AK
Type of Position: Regular Full-Time
Eligible for Benefits: Yes
FLSA: Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,500 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Accountant is responsible for ensuring the accuracy of balance sheet accounts including accrued receivables and payables, fixed assets, trade receivables, and sales tax payable and all activities necessary to maintain accurate balances and must regularly perform reconciliations, send monthly statements, file tax returns and update other accounts. Assists CFO, Controller, and Sr. Accountant where needed.

Supervision Received:

The position receives supervision from the Chief Financial Officer who monitors work performance and gives work direction. The position functions with general independence.

Essential Job Functions and Responsibilities:

- Prepare and compile audit workpapers in a timely manner.
- Assist with preparation of the operating budget. Forecast insurance policy costs and determine if there are anticipated coverage changes, allocate budget to appropriate departments, and enter budgets to the general ledger system and to supporting worksheets.
- Assist with monthly and quarterly closing processes, including the reconciliation of cash and credit sales from retail operations and preparation of monthly sales tax returns. Will ensure all ending balances match expectations or investigate and trouble shoot any variances. Must compare the activity in the retail sales system with activity in our banking system and enter the reconciled sales information into accounting software on a regular basis.
- Process Fishermen Settlements for commercial purchases of crab, halibut, salmon and other species. Review purchase reports and input the information into a settlement spreadsheet. Review the purchase report for anything unusual and obtain an explanation from the person

who provided it if necessary. Enter the purchases from fishermen into GP, and process payment.

- Process accounts receivable and prepare monthly statements for trade receivables. Will maintain a positive relationship with customers and assist when required. Coordinate the logistics of current inventory vs. needed inventory.
- Other duties as assigned

Qualifications:

Bachelor's Degree in Accounting from an accredited university is required.

A valid driver's license is required.

Required Supervisory Experience:

none

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of applicable computer system software programs
- Knowledge of general ledger and journal entries, account reconciliation, account payables and account receivables
- Knowledge of customer services concepts and practices
- Knowledge of basic purchasing processes
- Knowledge of filing procedures
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications including electronic spreadsheets and database applications
- Skill in effectively leading staff, and delegating tasks and authority
- Skill in assessing and prioritizing multiple tasks, projects and demands
- Skill in using analytical and research skills in performance of job duties
- Skill in performing variance analysis of budgeted accounts
- Skill in establishing and maintaining cooperative working relationships with others

Physical Requirements

- Use hands and arms to operate office or clinical equipment
- Sit more than half the workday
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds
- Push or pull using with up to moderate force
- Push or pull using with more than moderate force
- See and hear with normal acuity

Working Conditions:

- Work is conducted in a standard office environment.
- Minimal travel is required (less than 25% of the time).
- Travel is done via large aircraft.
- Travel is done via small (less than 16 passenger) aircraft.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____